



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
Ft. Myers Division**

VACANCY ANNOUNCEMENT

JUDICIAL LAW CLERK

to the Honorable Carol Mirando, United States Magistrate Judge

\$59,246 - \$99,785*

Announcement No.: 16-12 Position Closes: Open Until Filled Available: Fall 2016 for a 1–2 yr term

Position Overview

The judicial law clerk serves as legal advisor to the Honorable Carol Mirando, United States Magistrate Judge, including the management of civil and criminal cases, the researching of issues of law, and the drafting of orders. The caseload in the jurisdiction is heavy, and the types of cases presented are varied and often involve novel issues of law. While the nature of the matters presented is serious, the office environment is personable. There is daily interaction with the Judge and other law clerks concerning legal and court-related issues. Judicial law clerks are also responsible for some clerical/administrative duties, as chambers arrangements do not include a secretary. Employment with the United States District Court offers a generous benefits package, civil and criminal law trial experience at the federal court level, and an environment providing significant responsibility and challenge.

Minimum Qualification Requirements

To qualify for the position, one must be a law school graduate at the time of appointment with academic standing within the top fifteen percent of the class and must possess excellent research, writing, and communication skills. Membership (along with active participation) in law review, moot court, and/or a publication in a law review journal is strongly preferred. Bar membership and post-graduate experience in actual litigation is a benefit.

Deadline for Receipt of Resumes

Applicants should submit a cover letter, current resume with day and evening telephone numbers, writing sample, up to three letters of recommendation, and a law school transcript to Federal Clerkship #16-12, Chambers of the Honorable Carol Mirando, United States Magistrate Judge, 2110 First Street, Suite 6-186, Ft. Myers, Florida 33901. Resumes must contain GPA and class rank, if available. All resumes will be considered when received. Selected interviews will be scheduled until the position is filled. Facsimiles will not be accepted. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

* Starting salary commensurate with work experience and prior pay history.

(Salary may be higher with previous experience as a law clerk to a federal judge.)

Applicants must be U.S. citizen or eligible to work in the United States and are subject to a background check

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

JUDICIAL LAW CLERK BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. Some of the benefits are:

- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in a group long-term care insurance program.
- Participation in a pre-tax flexible spending account plan for dependent care expenses and medical/dental expenses not covered by health insurance.
- A minimum of ten (10) paid holidays per year. Other vacation to be scheduled on a schedule agreed upon between the law clerk and the Judge.
- Prescribed salary progression through classification level based on acceptable performance.
- Relocation expenses are not reimbursed. Applicants selected for interviews must travel at their own expense.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.